

Federal Personnel Manual System

FPM Letter 298-17

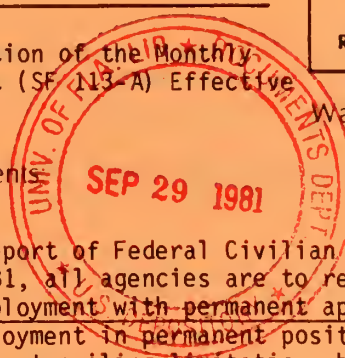
Published in advance
of incorporation in FPM
Supplement 298-2 *
RETAIN UNTIL SUPERSEDED

SUBJECT:

Updating of Instructions for Preparation of the Monthly
Report of Federal Civilian Employment (SF 113-A) Effective
October 1981 and January 1982

Washington, D. C. 20415
September 24, 1981

Heads of Departments and Independent Establishments



1. Effective with the October 1981 Monthly Report of Federal Civilian Employment (SF 113-A), due to OPM on November 15, 1981, all agencies are to report on Line 30 ceiling data showing full-time employment with permanent appointments instead of ceiling data for full-time employment in permanent positions. (Agencies which are not subject to employment ceiling limitations by the Office of Management and Budget (OMB) are also to report appointment data as if they had been assigned a ceiling.)

These instructions are consistent with the change (effective fiscal year 1982) from a position-base to a work-year/appointment base for controlling employment. (See FPM Letter 298-11, "Reporting Instructions for the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)," dated September 23, 1980.) Note: Even though agencies' ceilings will no longer be controlled on the end-of-year employment figures, agencies must continue to report monthly data subject to ceiling in section IV, "Employment Ceiling Data," of the SF 113-A. Attachment 1 contains revised definitions and instructions for section IV.

2. In addition to the reporting change on line 30, there are some line definition changes which will update the SF 113-A reporting instructions in line items 5, 7, 9, 10, 11, and 12 of Section I, "Current Status," and line items 19 through 26 of Section III, "Turnover." These changes will be effective for the January 1982 report and are needed to be consistent with the new instructions and nature of action codes as reflected in FPM Supplement 296-33, "The Guide to Processing Personnel Actions," which become effective on January 1, 1982. These reporting and definitional changes for the SF 113-A are presented in detail in attachment 1.
3. Because of the continuing interest in and requirements for position data by congressional committees (e.g., congressionally imposed ceilings), OPM will continue to collect position data as reflected in line 2, "Total in Permanent Positions," and line 4, "Full-time in Permanent Positions." If these requirements change, the need to continue the reporting of these two lines will be reassessed. If the decision is to delete these two lines, instructions will be issued to that effect in a later FPM issuance.

Inquiries: Agency Relations (ACE), Work Force Information Division, Analysis and Statistics Branch, Code (202) 254-7638

Code: 298, Federal Work Force Information Systems

Distribution: FPM

* It has not been issued yet.

4. Please assure that the personnel preparing the SF 113-A reports receive these instructions for implementation. Your continued cooperation and involvement in this matter are appreciated.
5. This is an interagency report as defined in FPMR 101-11.11. The NARS approval number is 1032-OPM-MO.

A handwritten signature in dark ink, consisting of a large, stylized 'D' followed by a horizontal line and a small flourish.

Donald J. Devine
Director

Attachments

Reporting and Line Definition Changes on the SF 113-A Effective October 1981 and January 1982

The reporting and line definition changes effective with the October 1981 and January 1982 SF 113-A reports are described below. Only those lines affected are presented here; the definition of lines not shown here are the same as those presented in FPM Letter 298-2, "Revision of Monthly Report of Federal Civilian Employment (SF 113-A)," dated September 13, 1978, and later updated by FPM Letter 298-7, "Revision of the Monthly Report of Federal Civilian Employment (SF 113-A) As Result of CSRA and Other Changes," dated August 13, 1979. Agencies should continue to report statistics according to those definitions.

1. Changes Effective with the October 1981 SF 113-A Report

Instead of full-time in permanent position data, all agencies are to report full-time with permanent appointment data on line 30 according to the following definition:

Line 30 - Full-time with Permanent Appointments

Those employees subject to employment ceilings included in line 29 who are full-time with permanent appointments (as defined in line 5). Line 5 minus line 30 therefore gives the number of full-time employees with permanent appointments not subject to ceiling limitations. (Agencies that are not subject to employment ceiling limitations by OMB are also to report appointment data as if they had been assigned a ceiling. The figures on line 30 will be the same as on line 5 if there are no ceiling exempt employees.)

Effective October 1981 and based on instructions in FPM Supplement 296-33, include as appropriate in lines 1 through 16 of Section I any seasonal employees in pay status. Seasonal employees are indicated by work schedule codes G (Full-time seasonal), Q (Part-time seasonal), and J (Intermittent seasonal). (See FPM Letter 298-13, "Modification of the Central Personnel Data File (CPDF) - CY 81," dated June 17, 1981.) Seasonal employees in nonpay status or scheduled to be in nonpay status for more than 30 days (similar to non-seasonal employees who are on leave without pay) should not be included in lines 1 through 16 until they return to pay status. These seasonal employees should be included as an accession when returning from nonpay status of 30 days or more and as a separation when they have been in nonpay status or are scheduled to be in nonpay status for 30 days or more.

The SF 113-A reporting form will not be revised at this time until a decision is made regarding whether the two lines in Section I, "Current Status," line 2, "Total in Permanent Positions," and Line 4, "Full-time in Permanent Positions" will be deleted. Agencies are to continue using the current SF 113-A forms. On line 30, agencies should cross off the words "in permanent positions" and write in the words "with perm. appts." See attachment 2 for a facsimile of the amended SF 113-A form.

2. Changes Effective with the January 1982 SF 113-A Report

In keeping with FPM Supplement 296-33, "The Guide to Processing Personnel Actions," the following line definition changes are made to Section I, "Current Status," and Section III, "Turnover," of the SF 113-A. These instructions update

definitions for those lines as contained in FPM Letter 298-7 "Revision of the Monthly Report of Federal Civilian Employment (SF 113-A) As Result of CSRA and Other Changes."

SECTION I - CURRENT STATUS

Line 5 - Full-Time with Permanent Appointments

Employees included in line 3 (i.e., full-time) who meet either one of the following conditions:

(1) are in Tenure Group 1 or 2 as defined below:

Tenure Group 1: Competitive Service - Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service - Tenure Group 1 includes employees whose appointment carries no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Tenure Group 2: Competitive Service - Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Excepted Service - Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

(2) are in Tenure Group 0 who are Senior Executive Service employees serving under SES career appointments and SES noncareer appointments.

For purposes of this report, "permanent appointments" consist of employees in Tenure Groups 1 and 2 and employees in Tenure Group 0 who are Senior Executive Service employees serving under SES career appointments and SES noncareer appointments.

Line 7 - Part-Time with Permanent Appointments

Part-time employees included in line 6 who have permanent appointments as defined in line 5.

Line 9 - Competitive Service, Total

Relevant portions of the definition of the competitive service from title 5, United States Code, are reprinted below:

Section 2102. The Competitive Service

- (a) The "competitive service" consists of --
 - (1) all civil service positions in the executive branch, except --
 - (A) positions which are specifically excepted from the competitive service by or under statute;
 - (B) positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; and
 - (C) positions in the Senior Executive Service
 - (2) civil service positions not in the executive branch which are specifically included in the competitive service by statute.
- (b) Notwithstanding subsection (a)(1)(B) of this section, the "competitive service" includes positions to which appointments are made by nomination for confirmation by the Senate when specifically included therein by statute.
- (c) As used in other Acts of Congress, "classified civil service" or "classified service" means the "competitive service."

Include employees in Tenure Groups 0, 1, 2, or 3 and position occupied code 1.

Lines 9 and 11 should add to line 1 in each column.

Line 10 - Competitive Service, with Permanent Appointments

Employees occupying positions in the Competitive Service (position occupied code 1) and who are in Tenure Group 1 or 2 as defined on line 5.

Line 11 - Excepted Service and Senior Executive Service, Total

The Excepted Service and Senior Executive Service consist of those civil service positions not in the Competitive Service. Include employees in position occupied codes 2, 3, or 4 regardless of Tenure (i.e., Tenure group 0 through 3).

Line 12 - Excepted Service and Senior Executive Service, with Permanent Appointments

Employees occupying positions in the Excepted Service (position occupied code 2) and who are in Tenure Group 1 or 2 and employees occupying positions in the SES (position occupied codes 3 or 4) and serving under SES career or SES noncareer appointments.

The chart on the next page summarizes the reporting of employees on lines 9 through 12 of the SF 113-A based on Tenure Group and Position Occupied code.

Reporting of Employees on Lines 9 Thru 12 of the Standard Form 113-A a/

And the Position Occupied Code Is:				
If the Employee's Tenure Group Is:	1	2	3	4
	Competitive	Excepted	SES General	SES Career Reserved

Then Report the Employee On:

1	Career and Excepted Permanent	Line 9 Line 10	Line 11 Line 12	*	*
2	Career and Career Condi- tional and Excepted Conditional or Serving Trial Period	Line 9 Line 10	Line 11 Line 12	*	*
3	Nonstatus Non- Limited and Excepted Limited and Indefinite	Line 9	Line 11	*	*
0	Temp. Limited and Excepted Limited	Line 9	Line 11	*	*
0	SES Career	*	*	Line 11 Line 12	Line 11 Line 12
0	SES Noncareer	*	*	Line 11 Line 12 ^{b/}	*
0	SES Limited Term	*	*	Line 11	*
0	SES Limited Emergency	*	*	Line 11	*

a/ See FPM Supplements 292-1 and 296-33 for specific use and definitions of tenure and position occupied codes.

* This is not a valid combination. If any such erroneous combination appears on any personnel action record, the record must be corrected.

b/ Count only SES Noncareer who are considered to be permanent and not those considered to be indefinite.

SECTION III - TURNOVER

This section covers personnel actions that result in additions to and losses from an agency's work force. Accessions include appointments from civil service registers that are career or career-conditional appointments, excepted appointments, appointments to the Senior Executive Service, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointments, reinstatements, restorations and returns to duty, and transfers. Separations include discharges, quits, terminations, reductions-in-force, removals, transfers, extended leave without pay, suspensions, furloughs, deaths, retirements, and displacements.

Each turnover line described below is accompanied by a list of nature of action codes (NOAC). The list of nature of action codes for each line is to be used only as a guide in reporting Federal employees. Some NOAC's are included in several lines; agencies should review the individual employee's situation and report the employee in the appropriate line(s). The nature of action codes listed for each line are taken from FPM Supplement 292-1 and FPM Supplement 296-33.

Line 19 - Total Accessions

Personnel actions during the period being reported that result in the addition of employees to the department or agency's Competitive, Excepted, or Senior Executive Services.

Exclude shifts within the agency or department that are between any organizations that are below the agency or department level. Such suborganizations will generally be those assigned a Central Personnel Data File (CPDF) agency subelement code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations that have been assigned a code of XX01 through XX04. The following exclusions from reporting turnover apply:

1. Movement between two suborganizations, e.g., between XX01 and XX02.
2. Movement between two units within a suborganization, i.e., movement within either XX01, XX02, XX03, or XX04.

Include employee shifts involving only agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.

Include shifts between agencies when reorganizations are effected by laws or Executive Orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive Order), date of change, number of employees gained, and the name of the other agency or agencies involved.

Include returns to duty from nonpay status of 30 days or more.

Total accessions include the following nature of action codes: 100, 101, 102, 103, 104, 107, 108, 112, 115, 117, 120, 122, 124, 128, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 170, 171, 190, 191, 280, 292, and 280 (when returning from nonpay status of 30 days or more).

Line 20 - Transfers - Accessions

Employees, who without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions. Include nature of action codes 130, 132, 145, 147, and 157.

Line 21 - Total New Hires

New appointments of individuals who currently are not Federal civilian employees; includes reinstatements based on prior service. Appointments to positions in the Competitive, Excepted, and Senior Executive Services of accessions included in line 19 based on the following nature of action codes: 100, 101, 102, 103, 104, 107, 108, 112, 115, 117, 120, 122, 124, 128, 140, 141, 142, 143, 146, 148, 149, 150, 151, 152, 153, 154, 155, 156, 170, 171, 190, and 191.

Exclude transfers and employees exercising reemployment rights (such as restorations) and returns to duty and placements in pay status (NOAC 280).

Line 22 - Accessions to the Competitive Service

Personnel actions included in line 19 that result in the addition of employees to the Competitive Service of the department or agency. Include nature of action codes: 100, 101, 102, 103, 107, 108, 112, 115, 117, 120, 122, 124, 128, 130, 132, 140, 141, 280, and 292.

Exclude accessions to the Excepted and Senior Executive Services. Note that line 19 minus line 22 should be total accessions to the Excepted and Senior Executive Services.

Line 23 - New Hires to the Competitive Service

Appointments to positions in the Competitive Service based on the following nature of action codes: 100, 101, 102, 103, 107, 108, 112, 115, 117, 120, 122, 124, 128, 140, and 141. Include employees after competition with others for the same position through a civil service register or under civil service recruiting authority (includes reinstatements).

Note that this line excludes conversions, transfers, restorations, reemployments, returns to duty, placements in pay status, new hires and accessions to the Excepted and Senior Executive Services. Line 21 minus line 23 should be total new hires to the Excepted and Senior Executive Services.

Line 25 - Total Separations

Personnel actions during the period being reported that result in the loss of employees from the work force of the department or agency.

Exclude shifts within the agency or department that are between any organizations that are below the agency or department level. Such suborganizations will generally be those assigned a Central Personnel Data File (CPDF) agency subelement code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations that have been assigned a code of XX01 through XX04. The following exclusions from reporting turnover apply:

1. Movement between two suborganizations, e.g., between XX01 and XX02.
2. Movement between two units within a suborganization, i.e., movement within either XX01, XX02, XX03, or XX04.

Include employee shifts involving only agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.

Include shifts between agencies when reorganizations are effected by laws or Executive Orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive Order), date of change, number of employees lost, and the name of the other agency or agencies involved.

Include placements in nonpay status for 30 days or more.

Count all losses as separations on the day after the last day of active duty. Do not include in total separations employees whose separations are effective at the end of their tour of duty on the report date; the separation actions for such employees should be included in the following month's report. Agencies should avoid double counting of the same employee as a separation. For example, if an employee is on extended leave without pay and counted as a separation, the employee should not be counted again if the employee resigns or is terminated without returning to duty.

Include the following actions as separations for periods scheduled to, or that actually exceed 30 calendar days: extended leave without pay, suspension, furlough, or placement in nonpay status.

Employees who are on leave with pay pending separation by either disability or optional retirement are to be counted as a separation only when eventually separated by disability or optional retirement.

Transfers require special attention. To safeguard employee rights, the practice is that a "separation" SF 50 is not prepared for an employee who transfers to another agency until an "accession" SF 50 is received by the losing office that continues to report this person in total employment. These procedures can result in the employee being reported in both agencies' total employment for the same month. For purposes of the SF 113-A, the losing agency should exclude transfers from line 1 as soon as they cease to be paid by the losing agency, even though that agency may not have received an "accession" SF 50 by the time the SF 113-A report is prepared. Under these procedures for handling transfers, a system check should be built into automated systems to preclude a break in service.

Total separations include the following nature of action codes: 300, 301, 302, 303, 304, 312, 317, 330, 350, 352, 353, 354, 355, 356, 357, 385, 386, 450, 452, 460, 472, 473, and 430 (when in nonpay status for 30 days or more).

Line 26 - Transfers - Separations

Employees who, without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions. Include nature of action code 352.

Line 27 - Quits

Voluntary resignations by employee or separation by agency if employee declines new assignment (decision not to accept a new job), abandons position (left the job), joins military, or fails to return from military furlough.

Exclude resignation due to reduction-in-force or in lieu of adverse action.

Exclude retirements and deaths.

Include nature of action codes: 312, 317, 330, 353, and 356. Nature of action codes (NOAC)/Legal Authority Code (LAC) combinations for quits are:

312/RXM	353
312/RWM	356/VAJ, VHJ or USM
317/RPM	356/VJJ, V2J or UTM
317/R5M	330/C7M
312/R7M	

3. Edits

Below is a list of those edits contained in FPM Letter 298-2 that are still in effect and those that have changed as a result of agency experience with the edits and as a result of changes in reporting requirements effective October 1981. (Edits that are new or have been revised as a result of reporting changes are annotated by *.) Agencies should use these edits to assure the accuracy and reasonableness of the data provided. The Office of Personnel Management welcomes any additional edits agencies may have for improving the quality and accuracy of the data.

- (1) Check to see that the form is signed by the person responsible for the report and is completely filled out, although items for which there are no entries should be left blank.
- (2) The sum of columns B, C, D, and E should always equal the figure for column A. The sum of columns B and C should reflect data for employment overseas, and the sum of columns D and E should reflect data for employment in the United States.
- (3) Each of the lines 2 through 15 should be less than or equal to line 1 in each column.
- (4) The total of the figures of lines 3, 6, and 8 should always equal the figure on line 1 in each column.
- (5) Line 4 should be less than or equal to line 2 in each column.
- (6) Line 4 should be less than or equal to line 3 in each column.
- (7) Line 5 should be less than or equal to line 3 in each column.
- (8) Line 5 should be less than or equal to the sum of lines 10 and 12 in each column.
- *(9) Line 5 minus line 30 should be less than or equal to the difference of line 1 minus line 29 in each column.
- (10) Line 7 should be less than or equal to line 6 in each column.
- (11) The sum of lines 5 and 7 should be less than or equal to the sum of lines 10 and 12 in each column.
- *(12) If line 1 minus line 3 is equal to zero, then line 3 minus line 5 should equal to line 1 minus the sum of lines 10 and 12 in each column.
- *(13) If line 1 minus line 3 is greater than zero, then line 3 minus line 5 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
- *(14) If line 1 minus line 3 is greater than zero, then line 6 minus line 7 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
- (15) Lines 9 and 11 should add to line 1 in each column.
- (16) Line 10 should be less than or equal to line 9 in each column.
- (17) Line 12 should be less than or equal to line 11 in each column.
- (18) The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.

- (19) Each of the lines 19 through 24 should be less than or equal to line 1 in each column.
- (20) Each of the lines 20 through 24 should be less than or equal to line 19 in each column.
- (21) Line 23 should be less than or equal to line 21 in each column.
- (22) Each of the lines 26 through 28 should be less than or equal to line 25 in each column.
- (23) Line 22 should be less than or equal to line 9 in each column.
- (24) Line 23 should be less than or equal to line 22 in each column.
- (25) Line 19 minus line 22 should be less than or equal to line 11 in each column.
- (26) Line 24 should be less than or equal to line 14 in each column.
- (27) Line 29 should be less than or equal to line 1 in each column.
- (28) Line 30 should be less than or equal to line 29 in each column.
- *(29) Line 30 should be less than or equal to line 5 in each column.
- (30) Line 30 should be less than or equal to line 3 in each column.
- (31) Line 31 should be less than or equal to the sum of lines 17 and 18 in each column.
- (32) Check to see if payroll figures are rounded to the nearest thousands of dollars.
- (33) Last month's total employment (line 1) plus current month's accessions (line 19), minus current month's separations (line 25) should be the current end of month employment (line 1). Check this for each column.
- (34) Check data in each line of the current month's report against the previous month's report for sizeable changes.
- (35) In checking the current and previous month's line items, check each column for shifts in personnel in each geographic location.
- (36) Direct hire nationals overseas have excepted appointments since they are appointed without regard to competitive requirements in accordance with the authority provided in Civil Service Rule VIII, Section 8.3; therefore, direct hire nationals overseas should not appear in the competitive lines 9, 10, 22, and 23.

- (37) The three Youth Programs for the disadvantaged which are excepted under Schedule A (Summer Aids and Stay-in-School Program) and Schedule B (Federal Junior Fellowship Program) are exempt from employment ceilings and should not appear in the competitive lines 9, 10, 22, and 23 nor in the employment ceiling lines 29 through 31.
- (38) Persons in developmental jobs for a twelve-month period from date of appointment in the Worker-Trainee Opportunities Program are competitive (line 9 or line 10 as appropriate) and are exempt from employment ceilings and should not appear in the excepted lines 11 and 12 nor in the employment ceiling lines 29 through 31.
- (39) Line 1 minus line 29 gives the number of employees exempt from personnel ceilings.
- (40) Line 1 minus line 2 gives the total number of employees occupying temporary positions. Line 3 minus line 4 gives the total number of full-time employees in temporary positions.
- *(41) Subtracting full-time employees in temporary positions (line 3 minus line 4) from total employees occupying temporary positions (line 1 minus line 2) provides the number of part-time and intermittent employees in temporary positions.
- (42) The sum of lines 17 and 18 minus line 31 gives the payroll for the employees exempt from personnel ceilings.
- *(43) Line 5 minus line 30 should be the number of full-time with permanent appointment employees exempt from ceiling.
- (44) Line 2 minus line 4 gives the number of employees who have part-time and intermittent work schedules and occupy permanent positions.
- (45) If line 5 is greater than line 4, there are employees with permanent appointments occupying temporary positions.
- (46) If line 5 is less than line 4, there are employees with temporary and indefinite appointments occupying permanent positions.
- (47) Line 3 minus line 5 gives the number of employees who are full-time with other than permanent appointments (e.g., temporary, indefinite, limited).
- (48) Line 9 minus line 10 gives the number of employees in the competitive service with temporary and indefinite appointments.
- (49) Line 11 minus line 12 gives the total number of employees with temporary and indefinite appointments in the Excepted and Senior Executive Services.
- (50) Line 10 plus line 12 gives the total number of employees with permanent appointments.
- (51) The sum of lines 10 and 12 minus the sum of lines 5 and 7 gives the number of intermittent employees with permanent appointments.

- (52) Line 1 minus the sum of lines 10 and 12 gives the total number of employees with other than permanent appointments.
- (53) Line 6 minus line 7 gives the number of part-time employees with other than permanent appointments.
- (54) Line 1 minus line 13 gives the number of employees in pay systems other than wage system.
- (55) Note that employees in line 16 should not be included in lines 1 through 15, 17, 18, and 29 through 31; include them in lines 19 through 28 as appropriate.
- (56) If an agency's employment is entirely in the excepted service, such as the U.S. Postal Service, then no data should appear in the competitive lines 9, 10, 22, and 23.
- (57) Line 19 minus line 22 gives the total number of accessions to the Excepted and Senior Executive Services.
- (58) Line 21 minus line 23 gives the total number of new hires to the Excepted and Senior Executive Services.
- (59) Line 19 minus line 24 gives the total number of noncitizen accessions.
- (60) Line 25 minus line 28 gives the total number of noncitizen separations.
- (61) Line 17 divided by line 1 should give a reasonable salary per employee.
- (62) The sum of lines 17 and 18 minus line 31 divided by the difference of lines 1 and 29 should give a reasonable salary per employee for those who are exempt from ceilings.
- (63) Line 31 divided by 29 should give a reasonable salary per employee for those who are subject to ceiling.
- (64) Each agency should check each line of their organizational subelement (or bureau) reports to make sure each line adds to the agency summary report for each column.
- (65) Each agency should apply additional mechanical and logical edits when possible based on any special work force characteristics and known sizeable changes.
- (66) Each automated agency should establish additional computer edits within its internal system so as to insure that the data are being reported correctly.

Standard Form 113-A
Revised September 1978
U.S. Civil Service Commission
FPM Chapter 298

Monthly Report of Federal Civilian Employment

Form Approved
OMB No. 50-R0138
Interagency Control
No. 1032-CSC-MO

1. Department or Agency	2. Code (CSC Use)	3. Other Organizational Unit	4. Code (CSC Use)
5. Period Covered (Use a 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 01/08/78)			
a. Employment As Of:	b. Payroll From	To	c. Turnover From
			To
Employment, Payroll, Turnover, and Ceiling Data	All Areas (A)	Overseas	United States
		Territories of the U.S. (B)	Foreign Countries (C)
		Wash., D.C. Metro Area (D)	Outside Wash., D.C. Metro Area (E)

SECTION I—CURRENT STATUS

1. Total Employment					
2. Total in Permanent Positions					
3. Full-Time					
4. Full-Time in Permanent Positions					
5. Full-Time with Permanent Appointments					
6. Part-Time					
7. Part-Time with Permanent Appointments					
8. Intermittent					
9. Competitive Service					
10. With Permanent Appointments					
11. Excepted Service & SES					
12. With Permanent Appointments					
13. Wage Systems					
14. U.S. Citizens					
15. Noncitizens					
16. Total Intermittents Not Working					

SECTION II—PAYROLL (In Thousands of Dollars. For Example: 1,213,600 Should Appear as 1,214)

17. Wages and Salaries Earned—Total				
18. Lump Sum Payments				

SECTION III—TURNOVER

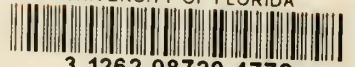
19. Total Accessions					
20. Transfers					
21. Total New Hires					
22. Accessions to the Competitive Service					
23. New Hires to the Competitive Service					
24. U.S. Citizens					
25. Total Separations					
26. Transfers					
27. Quits					
28. U.S. Citizens					

SECTION IV—EMPLOYMENT CEILING DATA

29. Total Ceiling Employment					
30. Full-Time With Perm. Appt.					
31. Total Payroll to Ceiling Employees					

Certified by (Signature)	Official Position	Location and Telephone Number	Date (Month, Day, Year)
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UNIVERSITY OF FLORIDA



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